

**ENGINEER-IN-TRAINING I**

**DEFINITION**

Under general supervision of a professional engineer, is responsible for performing entry level practical engineering work; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Makes surveys, studies and reports of topography, utilities usage and new equipment for the preparation of work orders and contracts;

Learns to prepare and review engineering plans and designs for structures, facilities, or systems;

Learns to prepare and review reports and studies to identify and recommend engineering solutions;

Learns to prepare proposals and specifications for new construction and facilities repair projects;

Learns to prepare estimates of costs and quantities of supplies and equipment necessary for construction; learns to test and examine equipment;

Learns to prepare technical reports and support data;

Learns to tabulates and evaluate bids on contracts;

Learns to provide technical assistance to contractors in the field;

May observe construction and provide recommendations concerning construction activities;

May attend review meetings with in-house and outsourced providers;

May design simple systems or work order plans for use in the field;

May perform site inspections of projects.

**GUIDELINES FOR CLASS USE**

This classification exists for individuals to gain the practical engineering experience required by the State of Ohio to be registered as a Professional Engineer (P.E.). Individuals appointed to this classification serve for a limited period of time not to exceed four (4) years.

## **MINIMUM QUALIFICATIONS**

Possession of a Bachelor of Science in Engineering.

Possession of a valid State of Ohio Engineer Intern certificate by the end of the probationary period.

Specialization in the discipline for which appointment is being made may be required for some positions and will be incorporated in the job postings, as appropriate.

Possession of a valid motor vehicle operator's license.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of modern methods and techniques used in engineering; some knowledge of the principles and theories of engineering; some knowledge of the materials and equipment used in public works construction and/or maintenance; ability to prepare preliminary engineering plans and/or specifications for minor projects; ability to design engineering structures, facilities, systems and equipment; ability to develop and maintain effective working relationships with others; ability to prepare technical reports and maintain engineering records.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	1028
Job Family:	Applied Sciences
EEO Job Category:	Professional
Compensation Plan:	CMAGE/CWA
Salary:	Grade 55
Class established:	04-22-70
Current spec:	09-26-05
Commission action taken:	Revise
	Retitle (Civil Engineer-in-Training I 12/18/89)
Last reviewed:	09-26-05